

APPLICATION FOR THE ISSUE OF A PETROLEUM STORAGE CERTIFICATE

Petroleum (Consolidation) Regulations 2014



This form can be completed and returned via post or electronically to licensing@hartlepool.gov.uk or Hartlepool Borough Council, Licensing Team, Civic Centre, Victoria Road, Hartlepool, TS24 8AY

Premises Address:

Storage Tank Information

Please provide information about the fuel storage tanks at this premises (including those tanks currently used for storing fuels other than petroleum spirit i.e. diesel):-

Tank Compartment Number	Maximum Working Capacity Marked on the Tank Identification Plate	Current Fuel Grade

Plans

For new applications the following drawings will be required.

	Storage Arrangements	Drawing No.
A	General site layout	
B	Fuel and vapour containment systems, including Storage tanks* pipework and dispensers	
C	Spillage containment/ drainage systems	

* refers to tanks detailed in table above

Certificate Fees

Please indicate in whole years the payment period you require for your petroleum storage certificate, you can pay for up to 10 years duration at the current rate. Fees are prescribed by the *Health & Safety (Fees) Regulations 2012*, as amended. The fees are subject to regular review and could increase in the future. At the end of this period a certification fee will again be payable.

MARK "X" IN THE APPROPRIATE BOX BELOW TO INDICATE THE INITIAL DESIGNATED PAYMENT PERIOD

1 Year		3 Years		5 Years		7 Years		9 Years	
2 Years		4 Years		6 Years		8 Years		10 Years	

Statutory fee for a petroleum storage certificate where the premises is to be used to store petroleum spirit of a total quantity:

Total quantity of Petroleum	Fee (per year)
Not exceeding 2,500 litres	£42
Exceeding 2,500 litres but not exceeding 50,000 litres	£58
Exceeding 50,000 litres	£120

Method of Payment

IN PERSON – At the Civic Centre cash office. Please ensure that you leave one copy of the receipt, together with your application form, to the receptionist at the main desk. (Please note that there is a 1.8% charge for credit card transactions)

BY POST - please enclose payment with your application form. Cheques should be made payable to 'Hartlepool Borough Council'

BY PHONE – with credit or debit card. Please contact the Licensing Team on (01429) 523354 (Please note that there is a 1.8% charge for credit card transactions)

ONLINE – please visit www.hartlepool.gov.uk (click on 'Pay For It')

BACS – Contact your bank quoting our Sort Code: 30-99-47 & Account Number: 26525768. Please ensure you quote Ref: 'PSC 36765'. Please confirm by e-mail to licensing@hartlepool.gov.uk if you have made a payment by BACS.

INVOICE – please provide a Purchase Order Number (if necessary). An invoice will be issued on receipt of your application.

Please select preferred method of payment:

Cash		Online		Invoice	
Cheque		BACS		By phone	

P.O. No. _____

Keeper & Operational Details

Keeper of petroleum spirit: _____

Registered address (if limited company): _____

Contact person for Certification matters: _____

Telephone Number (for above contact): _____

Email address (for above contact): _____

Contact for Site Operational matters: _____

Telephone Number (for above contact): _____

Email address (for above contact): _____

Confirmation

I certify that the information provided on this form is correct to the best of my knowledge in relation to this premises

Signature: _____ Print Name: _____

Position _____ Date: _____

Any Comments:

Hartlepool Borough Council
The Licensing Team
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Tel: (01429) 523354
Email: licensing@hartlepool.gov.uk
Website: Hartlepool.gov.uk/licensing